

**Access to the Capital Asset Management System – Military Equipment (CAMS-ME) Portal
Department of the Navy (DON) Information Owner Process**

Portal User / User Supervisor or Government Sponsor

Navy Information Owner

Requirements stipulate training courses must have been completed prior to DON User's Supervisor's signature. Certifications must be maintained by DON Portal User and may be subpoenaed by Navy Information Owner or Information Awareness Officer

1
DON User and Supervisor or Government Sponsor must review the [CAMS-ME User Access Process](#) on the MEVA Website, and complete the required steps before proceeding.

2
DON User and Supervisor or Government Sponsor must ensure that nothing is deleted and that there are no markings that could be interpreted as an alteration of the form or its contents.

3
DON Supervisor or Government Sponsor must contact the MEV Navy Information Owner at (202)-685-0791 to receive their email address. (It is a personal address and cannot be published on the website per DoD Policy)

4
DON Supervisor or Government Sponsor should Scan completed DD Form 2875, Instructions, and page J-5 of the System Rules of Behavior and attach in an email to Navy Information Owner

5
DON Supervisor or Government Sponsor should send email to Navy Information Owner

10
DON User receives problem DD Form 2875 and completes new form as per Navy Information Owner's direction. DON User repeats process beginning at step 1.

11
DON Supervisor or Government Sponsor Scans and emails new DD Form 2875 and page J-5 of the Systems Rules of Behavior to Navy Information Owner

6
Receive email from Supervisor or Government Sponsor

7
Review DD Form 2875 for completeness

8
Determine if DON User made any errors when filling out DD Form 2875

Yes

No

9
Reject DD Form 2875 and Page J-5 of the System Rules of Behavior, provide reasons for rejection, and send form back to DON User for completion of new form

12
Print out form DD Form 2875 and fill out blocks 21, 21a., and 21b.

13
Scan DD Form 2875 and Page J-5 of the Systems Rules of Behavior and forward via email to [CAMS-ME Help Desk](#).

End Process

